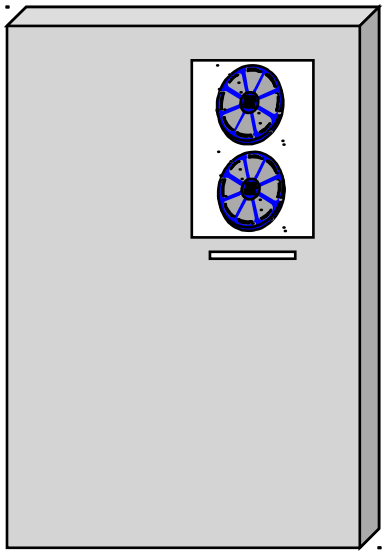
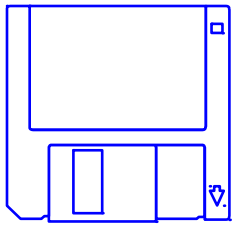
DOEHRS-HC
v3.2.13
Database Backup





Daily Database Backups Prevent Data Loss!

- DOEHRS-HC Allows Two Types of Backups:
  - ✓ Automatic
  - ✓ Manual
- DOEHRS-HC Backups are an Exact Copy of the Entire DOEHRS-HC Database

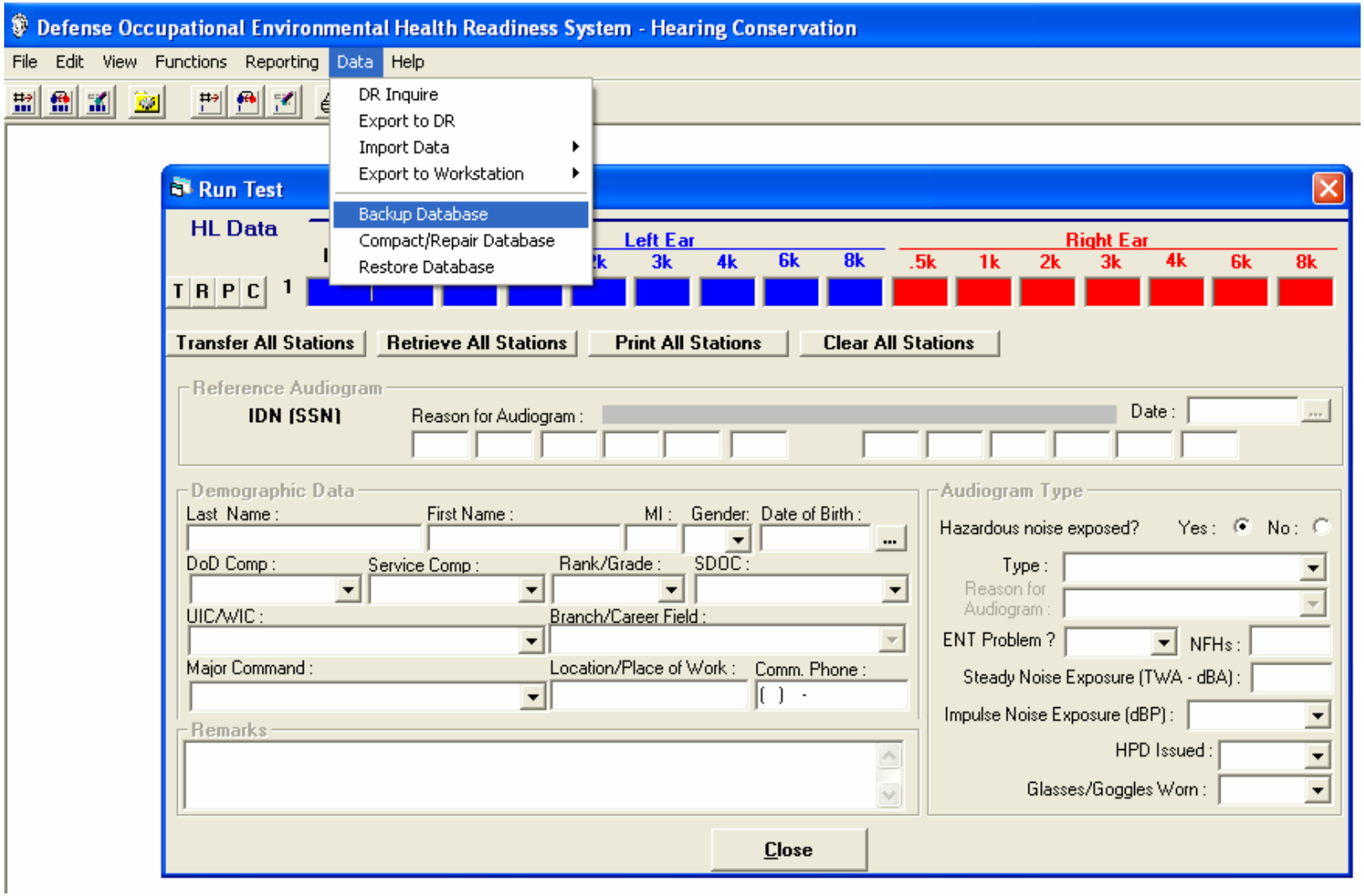
Automatic Backups

- Are Only Performed the First Time the Software is Exited for a Given Day
- Only Provide a Fail-Safe for Data Corruption not Hardware Failure
- Are Stored on the Local Hard Drive
- Only the Last 5 Automatic Backup Files are Stored

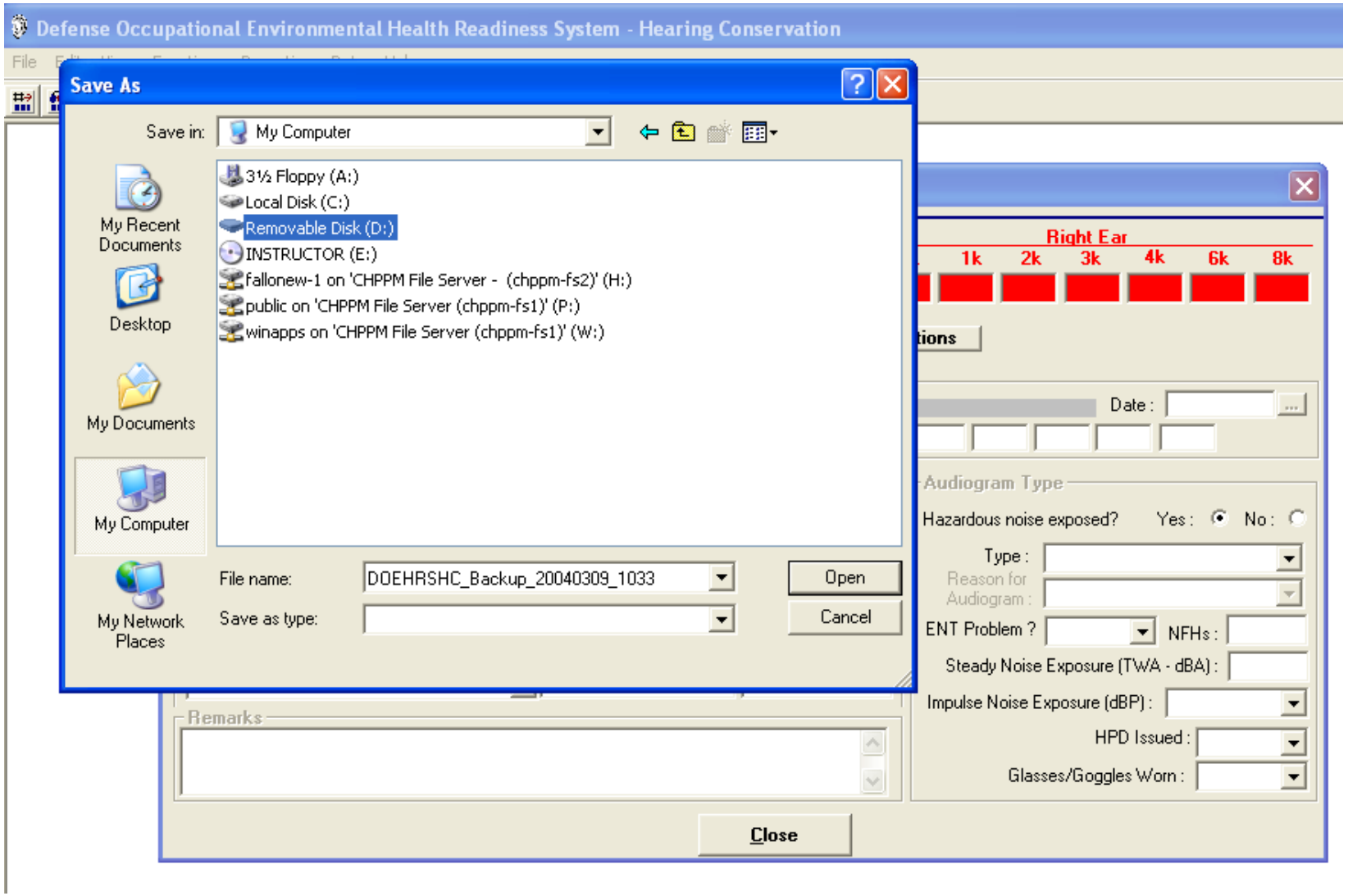
Manual Backups

- Are User Initiated
- Should be Performed at the End of Each Day the Software is Used for Hearing Tests or to Enter Data
- Should be Saved onto a High-Capacity Removable Disk or Network Server
- Provide a Fail-Safe from Hard Disk Failure or Data Corruption

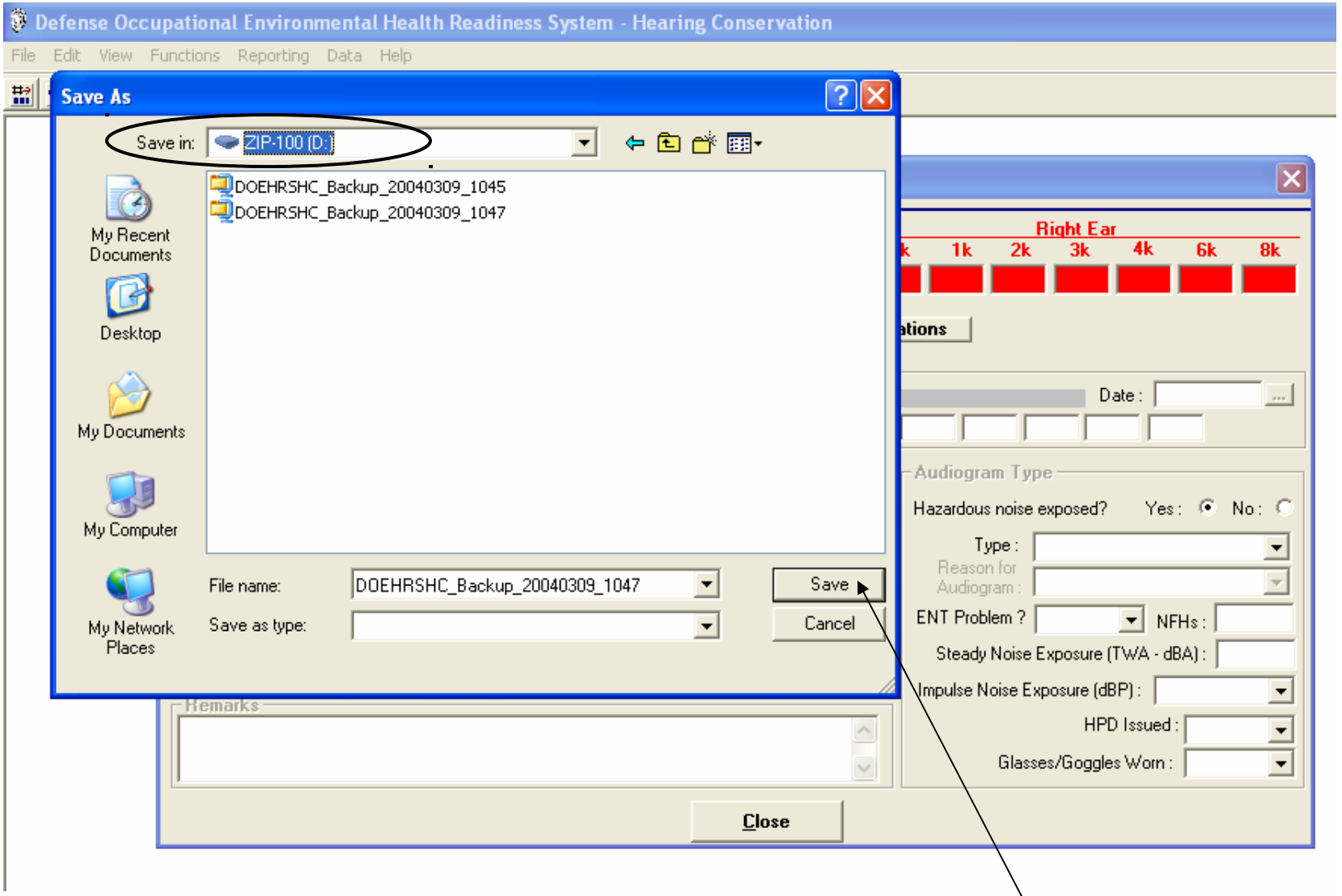
To Complete a Manual Backup – Go to Data>Backup Databa



Save As Window Appears

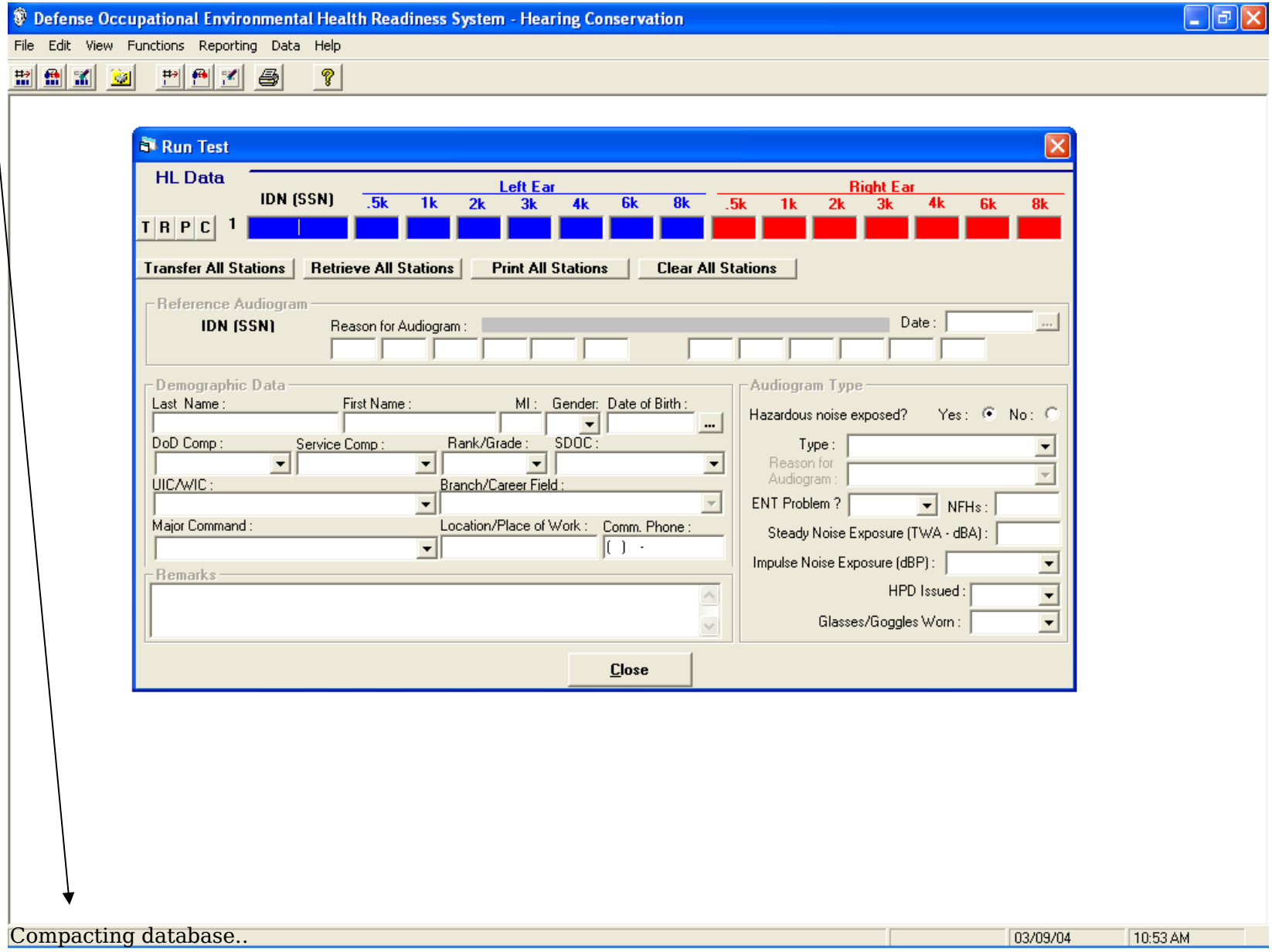


Select the Location to Save the Backup File – Once You Select a Drive, Will Default to that Drive Each Time, Unless a Different One is Selecte

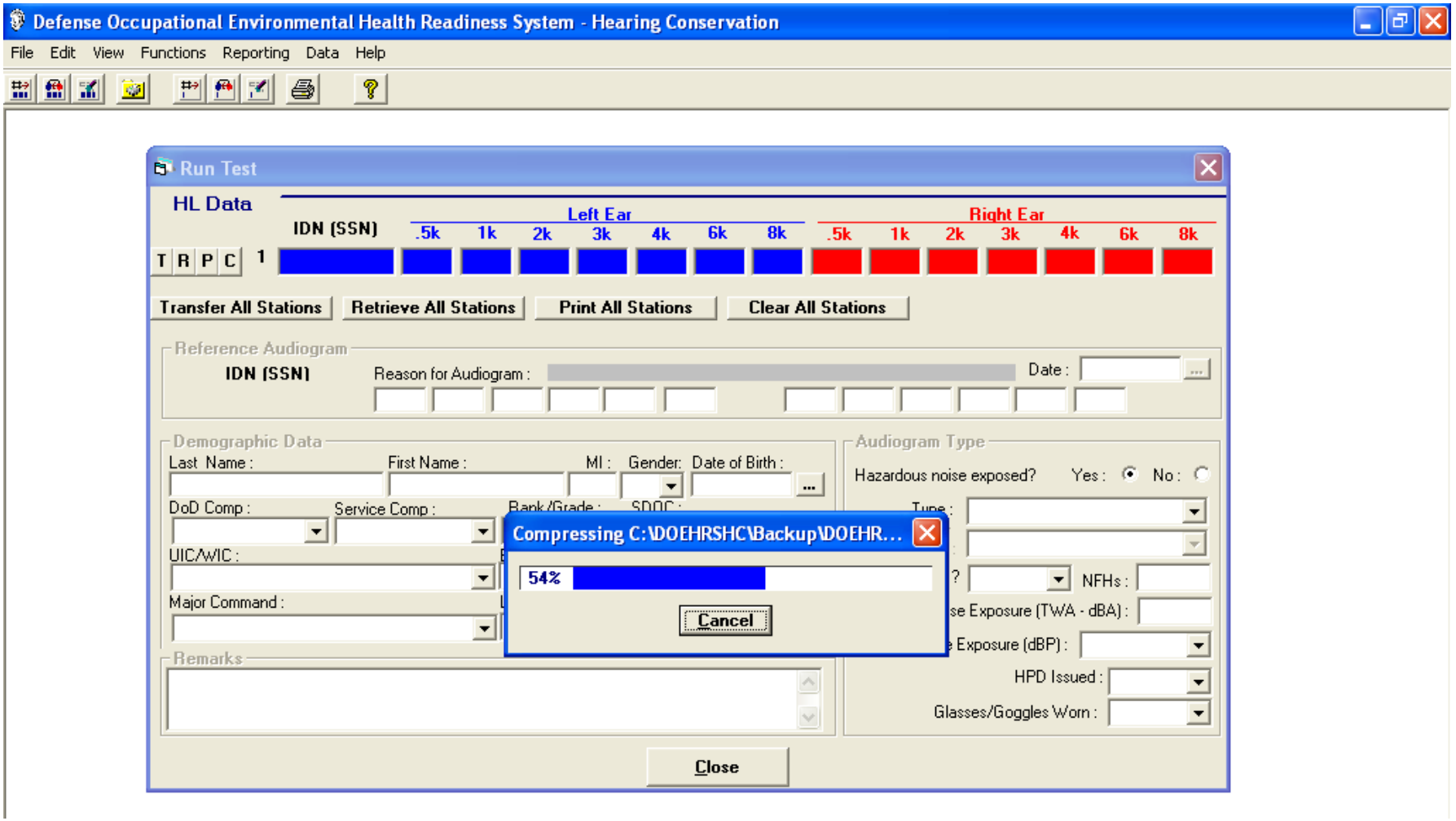


Click Save

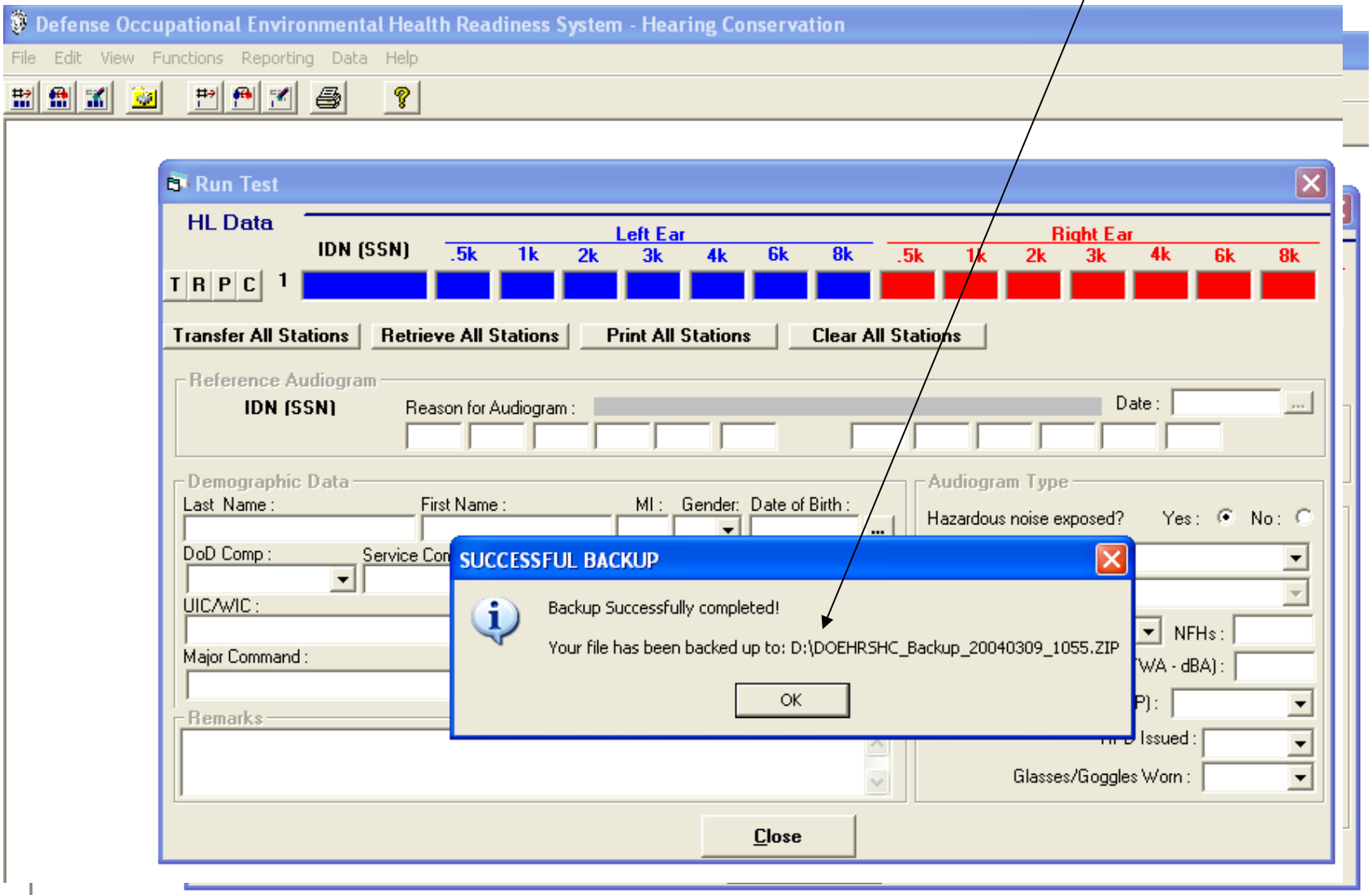
The Backup Process Begins



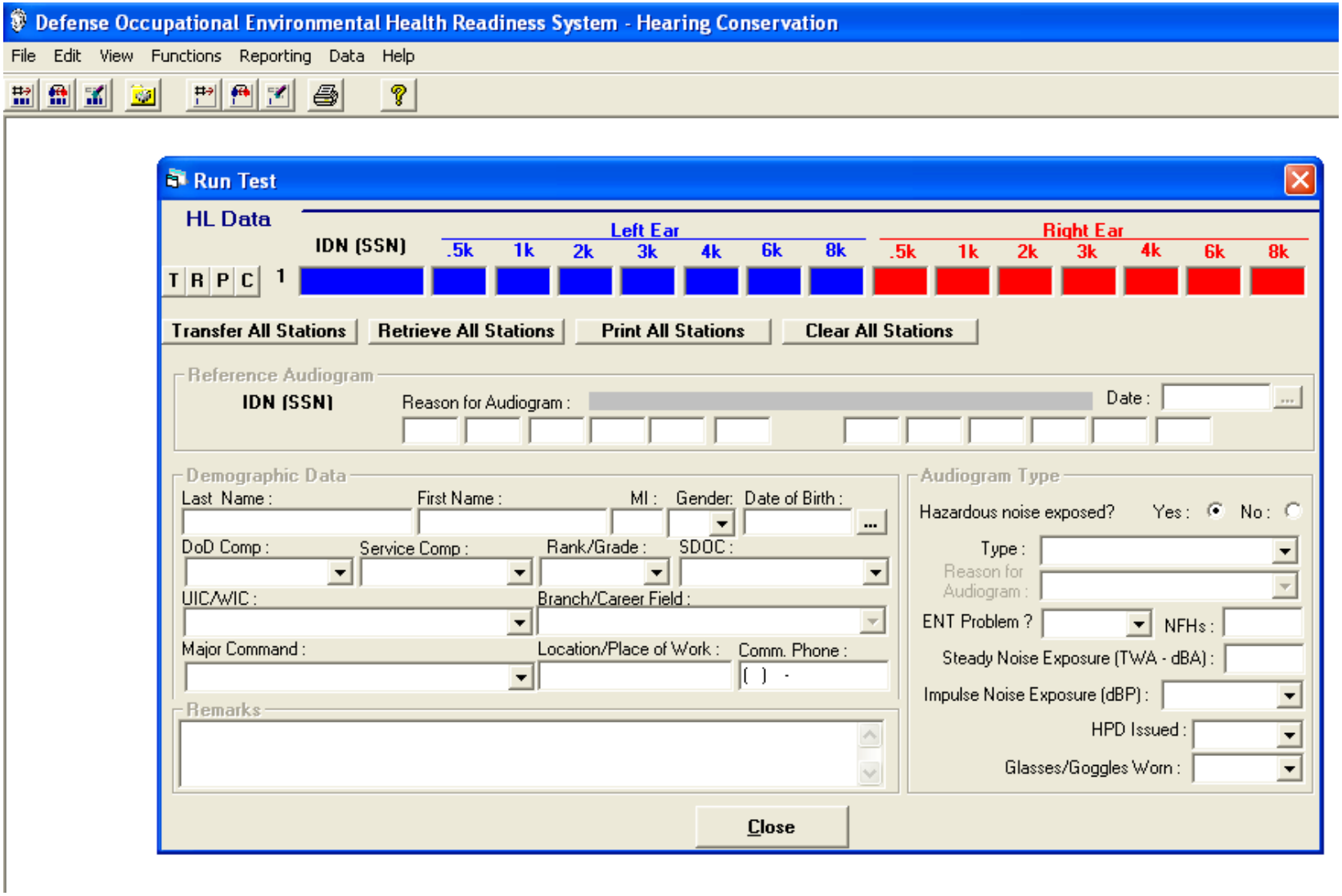
The Backup is being Compressed and Copied



Successful Backup Message Appears – Location of Backup is Specified

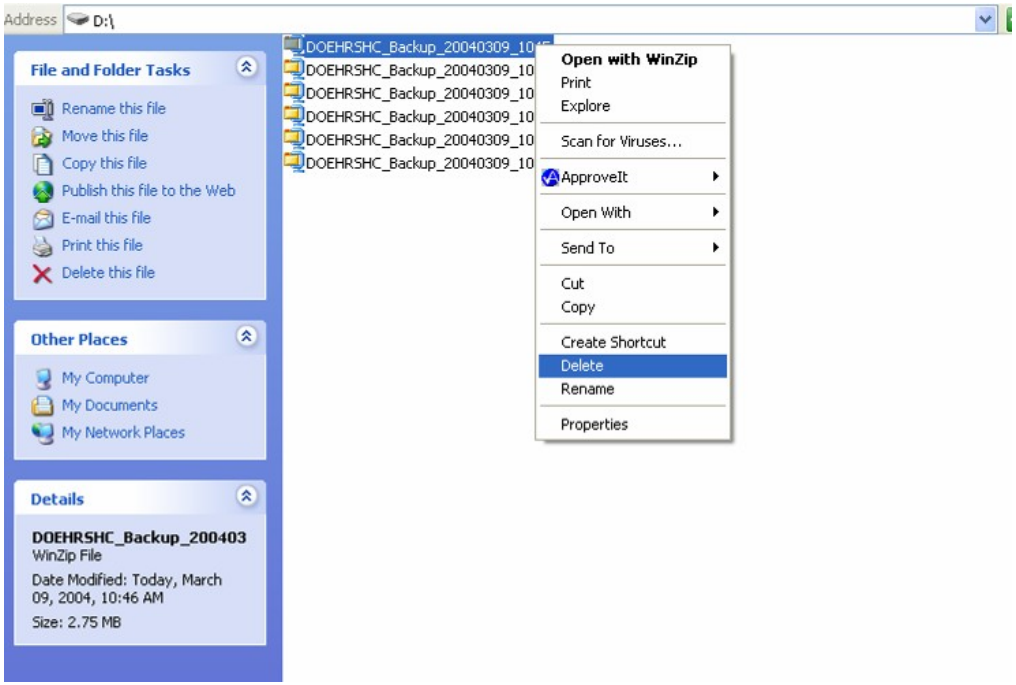


User is Returned to the DOEHRS-HC Main Window



Recommended Manual Backup P

- Maintain the 5 Latest Backup Files
- When More than 5, Delete the Earliest Backup File



To Delete a Backup - Select the File, Right Click the Mouse Button, Select Delete